

850 Purchase Order

Functional Group ID=**PO**

Introduction:

This standard provides the format and establishes the data contents of a purchase order transaction set. The purchase order transaction set provides for customary and established business and industry practice relative to the placement of purchase orders for goods and services. This transaction set should not be used to convey purchase order changes or purchase order acknowledgment information.

Notes:

THIS IMPLEMENTATION CONVENTION GUIDE PERTAINS SPECIFICALLY TO ARMY SAACONS 2.6 (STANDARD ARMY AUTOMATED CONTRACTING SYSTEM). SAACONS 2.6 NOTES ARE PRINTED IN UPPER CASE ITALICS.

Heading:

| | <u>Pos.</u> | <u>Seg.</u> | <u>Name</u> | <u>Req.</u> | <u>Max.Use</u> | <u>Loop</u> | <u>Notes and</u> |
|----------|-------------|-------------|---|-------------|----------------|---------------|------------------|
| | <u>No.</u> | <u>ID</u> | | <u>Des.</u> | | <u>Repeat</u> | <u>Comments</u> |
| Must Use | 010 | ST | Transaction Set Header | M | 1 | | |
| Must Use | 020 | BEG | Beginning Segment for Purchase Order | M | 1 | | |
| | 030 | NTE | Note/Special Instruction | F | 100 | | |
| Not Used | 040 | CUR | Currency | O | 1 | | |
| | 050 | REF | Reference Numbers | O | 12 | | |
| Not Used | 060 | PER | Administrative Communications Contact | O | 3 | | |
| Not Used | 070 | TAX | Tax Reference | O | 3 | | |
| | 080 | FOB | F.O.B. Related Instructions | O | 1 | | |
| Not Used | 090 | CTP | Pricing Information | O | 25 | | |
| Not Used | 100 | SSS | Special Services | O | 25 | | |
| Not Used | 110 | CSH | Header Sale Condition | O | 1 | | |
| Not Used | 120 | ITA | Allowance, Charge or Service | O | 10 | | |
| | 130 | ITD | Terms of Sale/Deferred Terms of Sale | O | 5 | | |
| Not Used | 140 | DIS | Discount Detail | O | 20 | | |
| | 150 | DTM | Date/time/period | O | 10 | | |
| Not Used | 160 | LDT | Lead Time | O | 12 | | |
| Not Used | 180 | LIN | Item Identification | O | 5 | | n1 |
| Not Used | 190 | PID | Product/Item Description | O | 200 | | |
| Not Used | 200 | MEA | Measurements | O | 40 | | |
| | 210 | PWK | Paperwork | O | 25 | | |
| Not Used | 220 | PKG | Marking, Packaging, Loading | O | 200 | | |
| Not Used | 230 | TD1 | Carrier Details (Quantity and Weight) | O | 2 | | |
| Not Used | 240 | TD5 | Carrier Details (Routing Sequence/Transit Time) | O | 12 | | |
| Not Used | 250 | TD3 | Carrier Details (Equipment) | O | 12 | | |

| | | | | | |
|--------------|-----|-----|---|---|------|
| Not Used | 260 | TD4 | Carrier Details (Special Handling, or Hazardous Materials, or Both) | O | 5 |
| Not Used | 270 | MAN | Marks and Numbers | O | 10 |
| Not Used | 280 | CTB | Restrictions/ Conditions | O | 5 |
| LOOP ID - N9 | | | | | 1000 |
| | 290 | N9 | Reference Number | O | 1 |
| | 300 | MSG | Message Text | O | 1000 |
| LOOP ID - N1 | | | | | 200 |
| | 310 | N1 | Name | O | 1 |
| | 320 | N2 | Additional Name Information | O | 2 |
| | 330 | N3 | Address Information | O | 2 |
| | 340 | N4 | Geographic Location | O | 1 |
| Not Used | 350 | REF | Reference Numbers | O | 12 |
| | 360 | PER | Administrative Communications Contact | O | 3 |
| Not Used | 370 | FOB | F.O.B. Related Instructions | O | 1 |
| Not Used | 380 | TD1 | Carrier Details (Quantity and Weight) | O | 2 |
| Not Used | 390 | TD5 | Carrier Details (Routing Sequence/Transit Time) | O | 12 |
| Not Used | 400 | TD3 | Carrier Details (Equipment) | O | 12 |
| Not Used | 410 | TD4 | Carrier Details (Special Handling, or Hazardous Materials, or Both) | O | 5 |
| Not Used | 420 | PKG | Marking, Packaging, Loading | O | 200 |

Detail:

| | <u>Pos. No.</u> | <u>Seg. ID</u> | <u>Name</u> | <u>Req. Des.</u> | <u>Max.Use</u> | <u>Loop Repeat</u> | <u>Notes and Comments</u> |
|---------------|---------------------|--------------------|---------------------------------------|----------------------|----------------|------------------------|-------------------------------|
| LOOP ID - PO1 | | | | | | | 100000 |
| Must Use | 010 | PO1 | Purchase Order Baseline Item Data | M | 1 | | |
| Not Used | 020 | CUR | Currency | O | 1 | | |
| Not Used | 030 | PO3 | Additional Item Detail | O | 25 | | |
| Not Used | 040 | CTP | Pricing Information | O | 25 | | |
| Not Used | 049 | MEA | Measurements | O | 40 | | |
| LOOP ID - PID | | | | | | | 1000 |
| | 050 | PID | Product/Item Description | O | 1 | | |
| Not Used | 060 | MEA | Measurements | O | 10 | | |
| Not Used | 070 | PWK | Paperwork | O | 25 | | |
| Not Used | 080 | PKG | Marking, Packaging, Loading | O | 200 | | |
| Not Used | 090 | PO4 | Item Physical Details | O | 1 | | |
| | 100 | REF | Reference Numbers | O | 12 | | |
| Not Used | 110 | PER | Administrative Communications Contact | O | 3 | | |
| Not Used | 120 | SSS | Special Services | O | 25 | | |
| Not Used | 130 | ITA | Allowance, Charge or Service | O | 10 | | |
| Not Used | 140 | IT8 | Conditions of Sale | O | 1 | | |
| Not Used | 150 | ITD | Terms of Sale/Deferred Terms of Sale | O | 2 | | |
| Not Used | 160 | DIS | Discount Detail | O | 20 | | |
| Not Used | 170 | TAX | Tax Reference | O | 3 | | |
| | 180 | FOB | F.O.B. Related Instructions | O | 1 | | |

| | | | | | | |
|---------------|-----|-----|---|---|------|----|
| Not Used | 190 | SDQ | Destination Quantity | O | 500 | |
| Not Used | 200 | IT3 | Additional Item Data | O | 5 | |
| | 210 | DTM | Date/time/period | O | 10 | |
| Not Used | 220 | LDT | Lead Time | O | 12 | |
| Not Used | 230 | SCH | Line Item Schedule | O | 200 | n2 |
| Not Used | 240 | TD1 | Carrier Details (Quantity and Weight) | O | 1 | |
| Not Used | 250 | TD5 | Carrier Details (Routing Sequence/Transit Time) | O | 12 | |
| Not Used | 260 | TD3 | Carrier Details (Equipment) | O | 12 | |
| Not Used | 270 | TD4 | Carrier Details (Special Handling, or Hazardous Materials, or Both) | O | 5 | |
| Not Used | 280 | MAN | Marks and Numbers | O | 10 | |
| Not Used | 290 | AMT | Monetary Amount | O | 1 | |
| LOOP ID - SLN | | | | | 1000 | |
| Not Used | 300 | SLN | Subline Item Detail | O | 1 | |
| Not Used | 310 | PID | Product/Item Description | O | 1000 | |
| Not Used | 320 | PO3 | Additional Item Detail | O | 104 | |
| LOOP ID - N9 | | | | | 1000 | |
| Not Used | 330 | N9 | Reference Number | O | 1 | |
| Not Used | 340 | MSG | Message Text | O | 1000 | |
| LOOP ID - N1 | | | | | 200 | |
| | 350 | N1 | Name | O | 1 | |
| | 360 | N2 | Additional Name Information | O | 2 | |
| | 370 | N3 | Address Information | O | 2 | |
| | 380 | N4 | Geographic Location | O | 1 | |
| Not Used | 390 | REF | Reference Numbers | O | 12 | |
| Not Used | 400 | PER | Administrative Communications Contact | O | 3 | |
| Not Used | 410 | FOB | F.O.B. Related Instructions | O | 1 | |
| Not Used | 420 | TD1 | Carrier Details (Quantity and Weight) | O | 2 | |
| Not Used | 430 | TD5 | Carrier Details (Routing Sequence/Transit Time) | O | 12 | |
| Not Used | 440 | TD3 | Carrier Details (Equipment) | O | 12 | |
| Not Used | 450 | TD4 | Carrier Details (Special Handling, or Hazardous Materials, or Both) | O | 5 | |
| Not Used | 460 | PKG | Marking, Packaging, Loading | O | 200 | |

Summary:

| | <u>Pos.</u> <u>No.</u> | <u>Seg.</u> <u>ID</u> | <u>Name</u> | <u>Req.</u> <u>Des.</u> | <u>Max.Use</u> | <u>Loop</u> <u>Repeat</u> | <u>Notes and</u> <u>Comments</u> |
|----------|---------------------------|--------------------------|-------------------------|----------------------------|----------------|------------------------------|-------------------------------------|
| Must Use | 010 | CTT | Transaction Totals | M | 1 | | n3 |
| Not Used | 020 | AMT | Monetary Amount | O | 1 | | |
| Must Use | 030 | SE | Transaction Set Trailer | M | 1 | | |

Transaction Set Notes

1. If segment LIN is used, do not use LIN01.
2. The SCH segment is used to specify various quantities of items ordered that are to be scheduled. When

this segment is used the unit of measurement code (SCH02) should always be identical to the unit of measurement code in the associated PO1 segment (PO103) and the sum of values of quantity (SCH01) should always equal the quantity ordered (PO102) in the PO1 segment.

3. The number of line items (CTT01) is the accumulation of the number of PO1 segments. If used, hash total (CTT02) is the sum of the value of quantities ordered (PO102) for each PO1 segment.

Segment: **ST** Transaction Set Header
Position: 010
Loop:
Level: Heading
Usage: Mandatory
Max Use: 1
Purpose: To indicate the start of a transaction set and to assign a control number
Syntax Notes:
Semantic Notes:
Comments: 1 The transaction set identifier (ST01) is intended for use by the translation routines of the interchange partners to select the appropriate transaction set definition (e.g., 810 selects the invoice transaction set).

Data Element Summary

| | Ref. | Data | Attributes |
|-----------------|--------------------|--|-------------------|
| | <u>Des.</u> | <u>Element</u> <u>Name</u> | |
| Must Use | ST01 | 143 Transaction Set Identifier Code | M ID 3/3 |
| | | Code uniquely identifying a Transaction Set | |
| | | 850 X12.1 Purchase Order | |
| Must Use | ST02 | 329 Transaction Set Control Number | M AN 4/9 |
| | | Identifying control number assigned by the originator for a transaction set. | |

Segment: **BEG** Beginning Segment for Purchase Order
Position: 020
Loop:
Level: Heading
Usage: Mandatory
Max Use: 1
Purpose: To indicate the beginning of the Purchase Order Transaction Set and transmit identifying numbers and dates

Syntax Notes:
Semantic Notes:
Comments:

Data Element Summary

| | <u>Ref.</u> | <u>Data</u> | <u>Name</u> | <u>Attributes</u> |
|----------|-------------|----------------|--|-------------------|
| | <u>Des.</u> | <u>Element</u> | | |
| Must Use | BEG01 | 353 | Transaction Set Purpose Code | M ID 2/2 |
| | | | Code identifying purpose of transaction set | |
| | | | 00 Original | |
| | | | 07 Duplicate | |
| Must Use | BEG02 | 92 | Purchase Order Type Code | M ID 2/2 |
| | | | Code specifying the type of Purchase Order | |
| | | | <i>1. Use code NE for purchase orders. Use code RL for all other types of orders against existing contracts.</i> | |
| | | | <i>2. See Block 16, DD Form 1155.</i> | |
| | | | NE New Order | |
| | | | RL Release (Blanket Order) | |
| | | | An order for goods and services placed against a pre-existing contract or blanket order | |
| Must Use | BEG03 | 324 | Purchase Order Number | M AN 1/22 |
| | | | Identifying number for Purchase Order assigned by the orderer/purchaser | |
| | | | <i>See Block 1, DD Form 1155.</i> | |
| | BEG04 | 328 | Release Number | O AN 1/30 |
| | | | Number identifying a release against a Purchase Order previously placed by the parties involved in the transaction | |
| | | | <i>1. Call or delivery order number.</i> | |
| | | | <i>2. See Block 2, DD Form 1155.</i> | |
| | | | <i>3. Number written as prescribed in DFARS 204.70.</i> | |
| Must Use | BEG05 | 323 | Purchase Order Date | M DT 6/6 |
| | | | Date assigned by the purchaser to Purchase Order | |
| | | | <i>Date of the purchase order or delivery date.</i> | |

BEG06 367 Contract Number O AN 1/30

Contract number

OTHER AGENCY CONTRACT NUMBER IF APPLICABLE

BEG07 587 Acknowledgment Type O ID 2/2

Code specifying the type of acknowledgment

NA No Acknowledgment Needed

Segment: **NTE** Note/Special Instruction
Position: 030
Loop:
Level: Heading
Usage: Floating
Max Use: 100
Purpose: To transmit information in a free-form format, if necessary, for comment or special instruction

Syntax Notes:
Semantic Notes:

Comments: 1 The NTE segment permits free-form information/data which, under ANSI X12 standard implementations, is not machine processable. The use of the NTE segment should therefore be avoided, if at all possible, in an automated environment.

Data Element Summary

| Ref. | Data | Name | Attributes |
|-------------|----------------|--|-------------------|
| <u>Des.</u> | <u>Element</u> | <u>Name</u> | <u>Attributes</u> |
| NTE01 | 363 | Note Reference Code | O ID 3/3 |
| | | Code identifying the functional area or purpose for which the note applies | |
| | | ORI Order Instructions | |
| Must Use | NTE02 | 3 Free Form Message | M AN 1/60 |
| | | Free-form text | |

COMMENTS AND CONTINUATION PAGES OF THE PO APPEAR HERE AS FREE-FORM TEXT.

Segment: **REF** Reference Numbers
Position: 050
Loop:
Level: Heading
Usage: Optional
Max Use: 12
Purpose: To specify identifying numbers.
Syntax Notes: 1 At least one of REF02 or REF03 is required.
Semantic Notes:
Comments:

Data Element Summary

| | <u>Ref.</u> <u>Des.</u> | <u>Data</u> <u>Element</u> | <u>Name</u> | <u>Attributes</u> |
|----------|----------------------------|-------------------------------|---|-------------------|
| Must Use | REF01 | 128 | Reference Number Qualifier | M ID 2/2 |
| | | | Code qualifying the Reference Number. | |
| | | 65 | Total Order Cycle Number | |
| | | | <i>RFQ NUMBER OR IF RFQ NUMBER IS BLANK, THE PR NUMBER USED IN REF02.</i> | |
| | | AT | Appropriation Number | |
| | | | <i>ACCOUNTING/APPROPRIATION NUMBERS IS USED IN REF03.</i> | |
| | | AX | Government Accounting Class Reference Number (ACRN) | |
| | | BD | Bid Number | |
| | | | <i>FREE-FORM TEXT REGARDING THE SOURCE OF THE BID (I.E. REFERENCE YOUR EDI BID FOR RFQ IS USED IN REF02.</i> | |
| | | DS | Defense Priorities Allocation System (DPAS) Priority Rating | |
| | | | <i>P.O RATING USED IN REF02.</i> | |
| | | DX | Department/Agency Number | |
| | | | <i>RFQ NUMBER ASSOCIATED WITH THE AWARD IS USED IN REF02.</i> | |
| | | RQ | Purchase Requisition No. | |
| | | | <i>PURCHASE REQUEST NUMBER IS USED IN THE REF02.</i> | |
| | REF02 | 127 | Reference Number | C AN 1/30 |
| | | | Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier. | |
| | | | <i>CONTAINS REFERENCE NUMBERS AS SPECIFIED BY QUALIFIER IN REF01</i> | |

| | | | | |
|--------------|------------|---|----------|----------------|
| REF03 | 352 | Description | C | AN 1/80 |
| | | A free-form description to clarify the related data elements and their content | | |
| | | <i>1. When REF01 is code AT, REF03 will carry the long-line accounting data.</i> | | |
| | | <i>2. CONTAINS REFERENCE INFORMATION AS SPECIFIED BY QUALIFIER IN REF01.</i> | | |

Segment: **FOB** F.O.B. Related Instructions

Position: 080

Loop:

Level: Heading

Usage: Optional

Max Use: 1

Purpose: To specify transportation instructions relating to shipment

Syntax Notes:

- 1 If FOB03 is present, then FOB02 is required.
- 2 If FOB04 is present, then FOB05 is required.
- 3 If FOB07 is present, then FOB06 is required.
- 4 If FOB08 is present, then FOB09 is required.

Semantic Notes:

Comments:

- 1 FOB01 indicates which party will pay the carrier.
- 2 FOB02 is the code specifying transportation responsibility location.
- 3 FOB06 is the code specifying title passage location.
- 4 FOB08 is the code specifying the point at which the risk of loss transfers. This may be different than the location specified in FOB02/FOB03 and FOB06/FOB07.

Data Element Summary

| | <u>Ref.</u> | <u>Data</u> | <u>Name</u> | <u>Attributes</u> |
|----------|-------------|----------------|---|-------------------|
| | <u>Des.</u> | <u>Element</u> | | |
| Must Use | FOB01 | 146 | Shipment Method of Payment Code identifying payment terms for transportation charges DF Defined by Buyer and Seller | M ID 2/2 |
| | FOB02 | 309 | Location Qualifier Code identifying type of location <i>1. Code ZZ will be used when the FOB point is Other.</i> <i>2. See Block 8, DD Form 1155.</i> DE Destination (Shipping) OR Origin (Shipping Point) ZZ Mutually Defined | C ID 1/2 |
| | FOB03 | 352 | Description A free-form description to clarify the related data elements and their content <i>WHEN ZZ IS USED IN FOB02, FOB03 WILL BE "SEE SCHEDULE" TO INDICATE FOB INFORMATION IS PROVIDED BY LINE ITEM.</i> | O AN 1/80 |
| Not Used | FOB04 | 334 | Transportation Terms Qualifier Code Code identifying the source of the transportation terms | O ID 2/2 |
| Not Used | FOB05 | 335 | Transportation Terms Code Code identifying the trade terms which apply to the shipment transportation responsibility | C ID 3/3 |

| | | | | | |
|-----------------|--------------|------------|--|----------|----------------|
| Not Used | FOB06 | 309 | Location Qualifier Code identifying type of location | C | ID 1/2 |
| Not Used | FOB07 | 352 | Description A free-form description to clarify the related data elements and their content | O | AN 1/80 |
| Not Used | FOB08 | 54 | Risk of Loss Qualifier Code specifying where responsibility for risk of loss passes | O | ID 2/2 |
| Not Used | FOB09 | 352 | Description A free-form description to clarify the related data elements and their content | C | AN 1/80 |

Segment: **ITD** Terms of Sale/Deferred Terms of Sale

Position: 130

Loop:

Level: Heading

Usage: Optional

Max Use: 5

Purpose: To specify terms of sale

Syntax Notes:

- 1 If ITD03 is present, then at least one of ITD04 ITD05 or ITD13 is required.
- 2 If ITD08 is present, then at least one of ITD04 ITD05 or ITD13 is required.
- 3 If ITD09 is present, then at least one of ITD10 or ITD11 is required.

Semantic Notes:

Comments: 1 If the code in ITD01 is 04, then ITD09 is required and either ITD11 or ITD12 is required. If the code in ITD01 equals 05, then ITD06 or ITD07 is required.

Notes: *Generally, discounts will be specified by using a combination of ITD01, ITD03, ITD05, and/or ITD07.*

Data Element Summary

| Ref. | Data | | | | |
|-------------|----------------|--|--|-------------------|---------|
| <u>Des.</u> | <u>Element</u> | <u>Name</u> | | <u>Attributes</u> | |
| ITD01 | 336 | Terms Type Code | | O | ID 2/2 |
| | | Code identifying type of payment terms | | | |
| | | 08 Basic Discount Offered | | | |
| Not Used | ITD02 | 333 Terms Basis Date Code | | O | ID 1/2 |
| | | Code identifying the beginning of the terms period | | | |
| | ITD03 | 338 Terms Discount Percent | | O | R 1/6 |
| | | Terms discount percentage, expressed as a percent, available to the purchaser if an invoice is paid on or before the Terms Discount Due Date | | | |
| | | 1. See Block 12, DD Form 1155. | | | |
| | | 2. VENDOR DISCOUNT PERCENTAGE. | | | |
| Not Used | ITD04 | 370 Terms Discount Due Date | | C | DT 6/6 |
| | | Date payment is due if discount is to be earned | | | |
| | ITD05 | 351 Terms Discount Days Due | | C | N0 1/3 |
| | | Number of days in the terms discount period by which payment is due if terms discount is earned | | | |
| Not Used | ITD06 | 446 Terms Net Due Date | | O | DT 6/6 |
| | | Date when total invoice amount becomes due | | | |
| | ITD07 | 386 Terms Net Days | | O | N0 1/3 |
| | | Number of days until total invoice amount is due (discount not applicable) | | | |
| Not Used | ITD08 | 362 Terms Discount Amount | | O | N2 1/10 |
| | | Total amount of terms discount | | | |
| Not Used | ITD09 | 388 Terms Deferred Due Date | | O | DT 6/6 |
| | | Date deferred payment or percent of invoice payable is due | | | |

| | | | | | |
|----------|-------|-----|--|---|---------|
| Not Used | ITD10 | 389 | Deferred Amount Due Deferred amount due for payment | C | N2 1/10 |
| Not Used | ITD11 | 342 | Percent of Invoice Payable Amount of invoice payable expressed in percent | C | R 1/5 |
| Not Used | ITD12 | 352 | Description A free-form description to clarify the related data elements and their content | O | AN 1/80 |
| Not Used | ITD13 | 765 | Day of Month The numeric value of the day of the month between 1 and the maximum day of the month being referenced | C | N0 1/2 |
| Not Used | ITD14 | 107 | Payment Method Code Code identifying type of payment procedures | O | ID 1/1 |

| | |
|------------------------|---|
| Segment: | DTM Date/time/period |
| Position: | 150 |
| Loop: | |
| Level: | Heading |
| Usage: | Optional |
| Max Use: | 10 |
| Purpose: | To specify pertinent dates and times |
| Syntax Notes: | 1 At least one of DTM02 or DTM03 is required. |
| Semantic Notes: | |
| Comments: | |
| Notes: | <i>Required delivery date will be provided in this segment as an actual date or in the LDT segment as a set number of calendar days after receipt of order. If the latter is used, omit this segment.</i> |

| Data Element Summary | | | | |
|----------------------|-------------|-------------|--|-------------------|
| | <u>Ref.</u> | <u>Data</u> | <u>Name</u> | <u>Attributes</u> |
| Must Use | DTM01 | 374 | Date/Time Qualifier | M ID 3/3 |
| | | | Code specifying type of date or time, or both date and time | |
| | | | 002 Delivery Requested | |
| | DTM02 | 373 | Date | C DT 6/6 |
| | | | Date (YYMMDD) | |
| | | | DELIVERY DATE. | |
| Not Used | DTM03 | 337 | Time | C TM 4/4 |
| | | | Time expressed in 24-hour clock time (HHMMSS) (Time range: 000000 through 235959) | |
| Not Used | DTM04 | 623 | Time Code | O ID 2/2 |
| | | | Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow | |

Segment: **PWK** Paperwork
Position: 210
Loop:
Level: Heading
Usage: Optional
Max Use: 25
Purpose: To specify the type and transmission of paperwork relating to a product, order or report.

Syntax Notes: 1 If either PWK05 or PWK06 is present, then the other is required.

Semantic Notes:

- Comments:**
- 1 PWK05 and PWK06 may be used to identify the addressee by a code number.
 - 2 PWK07 may be used to indicate special information to be shown on the specified report.
 - 3 PWK08 may be used to indicate action pertaining to a report.

Notes: *Use this segment to indicate which paperwork must be provided with the delivery or as specified in this order.*

Data Element Summary

| | Ref. | Data | | |
|----------|-------------|----------------|---|-------------------|
| | <u>Des.</u> | <u>Element</u> | <u>Name</u> | <u>Attributes</u> |
| Must Use | PWK01 | 755 | Report Type Code | M ID 2/2 |
| | | | Code indicating the title and/or contents of a document or report. | |
| | | | CP Certificate of Compliance (Material Certification) | |
| Must Use | PWK02 | 756 | Report Transmission Code | M ID 2/2 |
| | | | Code defining timing, transmission method or format by which reports are to be sent | |
| | | | EL Electronically Only | |
| | PWK03 | 757 | Report Copies Needed | O N0 1/2 |
| | | | The number of copies of a report that should be sent to the addressee | |
| Not Used | PWK04 | 98 | Entity Identifier Code | O ID 2/2 |
| | | | Code identifying an organizational entity or a physical location. | |
| Not Used | PWK05 | 66 | Identification Code Qualifier | C ID 1/2 |
| | | | Code designating the system/method of code structure used for Identification Code (67) | |
| Not Used | PWK06 | 67 | Identification Code | C ID 2/17 |
| | | | Code identifying a party. | |
| Not Used | PWK07 | 352 | Description | O AN 1/80 |
| | | | A free-form description to clarify the related data elements and their content | |
| Not Used | PWK08 | 704 | Paperwork/Report Action Code | O ID 1/2 |
| | | | Code specifying how the paperwork or report that is identified in the PWK segment relates to the transaction set or to identify the action that is required | |

Segment: **N9** Reference Number
Position: 290
Loop: N9 Optional
Level: Heading
Usage: Optional
Max Use: 1
Purpose: To transmit identifying numbers and descriptive information as specified by the reference number qualifier
Syntax Notes: 1 At least one of N902 or N903 is required.
Semantic Notes:
Comments:

| Data Element Summary | | | | |
|----------------------|-------------|----------------|---|-----------|
| | <u>Ref.</u> | <u>Data</u> | <u>Attributes</u> | |
| | <u>Des.</u> | <u>Element</u> | <u>Name</u> | |
| Must Use | N901 | 128 | Reference Number Qualifier | M ID 2/2 |
| | | | Code qualifying the Reference Number. | |
| | | | CJ Clause Number | |
| | N902 | 127 | Reference Number | C AN 1/30 |
| | | | Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier. | |
| | | | CLAUSE NUMBER. | |
| | N903 | 369 | Free-form Description | C AN 1/45 |
| | | | Free-form descriptive text | |
| | | | CLAUSE TITLE IF PROVIDED. | |
| Not Used | N904 | 373 | Date | O DT 6/6 |
| | | | Date (YYMMDD) | |
| Not Used | N905 | 337 | Time | O TM 4/4 |
| | | | Time expressed in 24-hour clock time (HHMMSS) (Time range: 000000 through 235959) | |

Segment: **MSG** Message Text
Position: 300
Loop: N9 Optional
Level: Heading
Usage: Optional
Max Use: 1000
Purpose: To provide a free form format that would allow the transmission of text information.
Syntax Notes:
Semantic Notes:
Comments: 1 MSG02 is not related to the specific characteristics of a printer, but identifies top of page, advance a line, etc.

Data Element Summary

| | Ref. | Data | | |
|----------|--------------------|-----------------------|--|--------------------------|
| | <u>Des.</u> | <u>Element</u> | <u>Name</u> | <u>Attributes</u> |
| Must Use | MSG01 | 933 | Free-Form Message Text | M AN 1/264 |
| | | | Free-form message text | |
| | | | <i>CONTINUATION OF THE CLAUSE TITLE OR CLAUSE TEXT.</i> | |
| Not Used | MSG02 | 934 | Printer Carriage Control Code | O ID 2/2 |
| | | | A field to be used for the control of the line feed of the receiving printer | |

Segment: **N1** Name
Position: 310
Loop: N1 Optional
Level: Heading
Usage: Optional
Max Use: 1
Purpose: To identify a party by type of organization, name, and code
Syntax Notes: 1 At least one of N102 or N103 is required.
2 If either N103 or N104 is present, then the other is required.
Semantic Notes:
Comments: 1 This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party.

Data Element Summary

| Ref. | Data | Name | Attributes |
|--|----------------|---|------------|
| <u>Des.</u> | <u>Element</u> | | |
| Must Use | N101 | 98 Entity Identifier Code | M ID 2/2 |
| Code identifying an organizational entity or a physical location. | | | |
| | | BT Party to be Billed For Other Than Freight(Bill To) | |
| | | <i>INVOICE ADDRESS.</i> | |
| | | BY Buying Party (Purchaser) | |
| | | <i>ISSUED BY ADDRESS.</i> | |
| | | OI Outside Inspection Agency | |
| | | <i>PAYMENT OFFICE ADDRESS.</i> | |
| | | PR Payer | |
| | | <i>PAYMENT OFFICE ADDRESS</i> | |
| | | ST Ship To | |
| | | <i>SHIP TO ADDRESS</i> | |
| | | VN Vendor | |
| | | <i>VENDOR ADDRESS.</i> | |
| N102 | 93 | Name | C AN 1/35 |
| Free-form name | | | |
| <i>ADDRESS LINE ONE; IF N101 IS VN, N102 WILL CONTAIN THE VENDOR NAME.</i> | | | |
| N103 | 66 | Identification Code Qualifier | C ID 1/2 |
| Code designating the system/method of code structure used for Identification Code (67) | | | |
| | | 10 Department of Defense Activity Address Code (DODAAC) | |
| | | 33 Commercial and Government Entity (CAGE) | |
| | | ZZ Mutually Defined | |

N104

67

Identification Code

C ID 2/17

Code identifying a party.

DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODE, VENDOR CAGE CODE, VENDOR TEMPORARY CAGE CODE AS INDICATED BY QUALIFIER IN THE N103. NOTE: ONLY PERMANENTLY ASSIGNED CAGE CODES NOT TO EXCEED 5 CHARACTERS IN LENGTH AS ASSIGNED BY DLSC WILL BE ACCEPTED BY SAACONS 2.6.

Segment: **N2** Additional Name Information
Position: 320
Loop: N1 Optional
Level: Heading
Usage: Optional
Max Use: 2
Purpose: To specify additional names or those longer than 35 characters in length
Syntax Notes:
Semantic Notes:
Comments:

| Data Element Summary | | | | |
|----------------------|-------------|----------------|---|-------------------|
| | <u>Ref.</u> | <u>Data</u> | <u>Name</u> | <u>Attributes</u> |
| | <u>Des.</u> | <u>Element</u> | | |
| Must Use | N201 | 93 | Name | M AN 1/35 |
| | | | Free-form name | |
| | | | <i>VENDOR NAME CONTINUED OR ADDITIONAL ADDRESS INFORMATION.</i> | |
| Not Used | N202 | 93 | Name | O AN 1/35 |
| | | | Free-form name | |

Segment: **N3** Address Information
Position: 330
Loop: N1 Optional
Level: Heading
Usage: Optional
Max Use: 2
Purpose: To specify the location of the named party
Syntax Notes:
Semantic Notes:
Comments:

| Data Element Summary | | | | |
|----------------------|-------------|----------------|--|-------------------|
| | <u>Ref.</u> | <u>Data</u> | <u>Name</u> | <u>Attributes</u> |
| | <u>Des.</u> | <u>Element</u> | | |
| Must Use | N301 | 166 | Address Information Address information | M AN 1/35 |
| | N302 | 166 | Address Information Address information | O AN 1/35 |

Segment: **N4 Geographic Location**

Position: 340

Loop: N1 Optional

Level: Heading

Usage: Optional

Max Use: 1

Purpose: To specify the geographic place of the named party

- Syntax Notes:**
- 1 At least one of N401 or N405 is required.
 - 2 If N401 is present, then N402 is required.
 - 3 If either N405 or N406 is present, then the other is required.

Semantic Notes:

- Comments:**
- 1 A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location.
 - 2 N402 is required only if city name (N401) is in the USA or Canada.

Data Element Summary

| Ref. | Data | Name | Attributes |
|-----------------|----------------|--|-------------------|
| Des. | Element | | |
| N401 | 19 | City Name Free-form text for city name | C AN 2/19 |
| N402 | 156 | State or Province Code Code (Standard State/Province) as defined by appropriate government agency | C ID 2/2 |
| N403 | 116 | Postal Code Code defining international postal zone code excluding punctuation and blanks (zip code for United States) | O ID 4/9 |
| Not Used | N404 | 26 Country Code Code identifying the country | O ID 2/2 |
| Not Used | N405 | 309 Location Qualifier Code identifying type of location | O ID 1/2 |
| Not Used | N406 | 310 Location Identifier Code which identifies a specific location | C AN 1/25 |

Segment: **PER** Administrative Communications Contact
Position: 360
Loop: N1 Optional
Level: Heading
Usage: Optional
Max Use: 3
Purpose: To identify a person or office to whom administrative communications should be directed
Syntax Notes: 1 If PER03 is present, then PER04 is required.
Semantic Notes:
Comments:

Data Element Summary

| | Ref. | Data | | | |
|----------|-------------|----------------|--|--|-------------------|
| | <u>Des.</u> | <u>Element</u> | <u>Name</u> | | <u>Attributes</u> |
| Must Use | PER01 | 366 | Contact Function Code | | M ID 2/2 |
| | | | Code identifying the major duty or responsibility of the person or group named | | |
| | | | AC | Administrative Contracting Officer | |
| | | | | CONTRACTING OFFICER NAME IS USED IN PER02 | |
| | | | BD | Buyer Name or Department | |
| | | | | BUYER NAME IS USED IN PER02. | |
| | PER02 | 93 | Name | | O AN 1/35 |
| | | | Free-form name | | |
| | | | | BUYER NAME/CONTRACTING OFFICER NAME AS INDICATED BY QUALIFIER IN PER01. | |
| | PER03 | 365 | Communication Number Qualifier | | O ID 2/2 |
| | | | Code identifying the type of communication number | | |
| | | | TE | Telephone | |
| | PER04 | 364 | Communication Number | | C AN 7/21 |
| | | | Complete communications number including country or area code when applicable | | |
| | | | | BUYER CONTRACTING OFFICER PHONE NUMBER. | |

Segment: **PO1 Purchase Order Baseline Item Data**

Position: 010

Loop: PO1 Mandatory

Level: Detail

Usage: Mandatory

Max Use: 1

Purpose: To specify basic and most frequently used purchase order line item data

- Syntax Notes:**
- 1 If PO105 is present, then PO104 is required.
 - 2 If PO106 is present, then PO107 is required.
 - 3 If PO108 is present, then PO109 is required.
 - 4 If PO110 is present, then PO111 is required.
 - 5 If PO112 is present, then PO113 is required.
 - 6 If PO114 is present, then PO115 is required.
 - 7 If PO116 is present, then PO117 is required.
 - 8 If PO118 is present, then PO119 is required.
 - 9 If PO120 is present, then PO121 is required.
 - 10 If PO122 is present, then PO123 is required.
 - 11 If PO124 is present, then PO125 is required.

Semantic Notes:

- Comments:**
- 1 See the Data Dictionary for a complete list of ID's.
 - 2 PO101 is the line item identification.
 - 3 PO106 through PO125 provide for ten (10) different product/service ID's per each item. For example: Case, Color, Drawing No., UPC No., ISBN No., Model No., SKU.

Data Element Summary

| | | <u>Ref.</u> | <u>Data</u> | | |
|----------|-------|-------------|------------------------------------|---|-------------------|
| | | <u>Des.</u> | <u>Element</u> | <u>Name</u> | <u>Attributes</u> |
| | | PO101 | 350 | Assigned Identification | O AN 1/6 |
| | | | | Alphanumeric characters assigned for differentiation within a transaction set | |
| | | | | LINE ITEM NUMBER. | |
| Must Use | PO102 | 330 | Quantity Ordered | | M R 1/9 |
| | | | | Quantity ordered | |
| | | | | See Block 20. | |
| Must Use | PO103 | 355 | Unit or Basis for Measurement Code | | M ID 2/2 |
| | | | | Code identifying the basic unit of measurement. | |
| | | | | See Block 21. | |
| | | | | Refer to 003010 Data Element Dictionary for acceptable code values. | |
| | PO104 | 212 | Unit Price | | C R 1/14 |
| | | | | Price per unit of product, service, commodity, etc. | |
| | | | | See Block 22. | |
| Not Used | PO105 | 639 | Basis of Unit Price Code | | O ID 2/2 |

| | | | | | |
|-----------------|--------------|------------|---|----------|----------------|
| | | | Code identifying the type of unit price for an item | | |
| | PO106 | 235 | Product/Service ID Qualifier | O | ID 2/2 |
| | | | Code identifying the type/source of the descriptive number used in Product/Service ID (234) | | |
| | | | FT Federal Supply Classification | | |
| | PO107 | 234 | Product/Service ID | C | AN 1/30 |
| | | | Identifying number for a product or service | | |
| | | | FEDERAL SUPPLY CLASS. | | |
| Not Used | PO108 | 235 | Product/Service ID Qualifier | O | ID 2/2 |
| | | | Code identifying the type/source of the descriptive number used in Product/Service ID (234) | | |
| Not Used | PO109 | 234 | Product/Service ID | C | AN 1/30 |
| | | | Identifying number for a product or service | | |
| Not Used | PO110 | 235 | Product/Service ID Qualifier | O | ID 2/2 |
| | | | Code identifying the type/source of the descriptive number used in Product/Service ID (234) | | |
| Not Used | PO111 | 234 | Product/Service ID | C | AN 1/30 |
| | | | Identifying number for a product or service | | |
| Not Used | PO112 | 235 | Product/Service ID Qualifier | O | ID 2/2 |
| | | | Code identifying the type/source of the descriptive number used in Product/Service ID (234) | | |
| Not Used | PO113 | 234 | Product/Service ID | C | AN 1/30 |
| | | | Identifying number for a product or service | | |
| Not Used | PO114 | 235 | Product/Service ID Qualifier | O | ID 2/2 |
| | | | Code identifying the type/source of the descriptive number used in Product/Service ID (234) | | |
| Not Used | PO115 | 234 | Product/Service ID | C | AN 1/30 |
| | | | Identifying number for a product or service | | |
| Not Used | PO116 | 235 | Product/Service ID Qualifier | O | ID 2/2 |
| | | | Code identifying the type/source of the descriptive number used in Product/Service ID (234) | | |
| Not Used | PO117 | 234 | Product/Service ID | C | AN 1/30 |
| | | | Identifying number for a product or service | | |
| Not Used | PO118 | 235 | Product/Service ID Qualifier | O | ID 2/2 |
| | | | Code identifying the type/source of the descriptive number used in Product/Service ID (234) | | |
| Not Used | PO119 | 234 | Product/Service ID | C | AN 1/30 |
| | | | Identifying number for a product or service | | |
| Not Used | PO120 | 235 | Product/Service ID Qualifier | O | ID 2/2 |
| | | | Code identifying the type/source of the descriptive number used in Product/Service ID (234) | | |
| Not Used | PO121 | 234 | Product/Service ID | C | AN 1/30 |

| | | | | | |
|----------|-------|-----|---|---|---------|
| Not Used | PO122 | 235 | Identifying number for a product or service Product/Service ID Qualifier | O | ID 2/2 |
| | | | Code identifying the type/source of the descriptive number used in Product/Service ID (234) | | |
| Not Used | PO123 | 234 | Product/Service ID | C | AN 1/30 |
| | | | Identifying number for a product or service | | |
| Not Used | PO124 | 235 | Product/Service ID Qualifier | O | ID 2/2 |
| | | | Code identifying the type/source of the descriptive number used in Product/Service ID (234) | | |
| Not Used | PO125 | 234 | Product/Service ID | C | AN 1/30 |
| | | | Identifying number for a product or service | | |

Segment: **PID** **Product/Item Description**

Position: 050

Loop: PID Optional

Level: Detail

Usage: Optional

Max Use: 1

Purpose: To describe a product or process in coded or free-form format

Syntax Notes: 1 If PID04 is present, then PID03 is required.

2 At least one of PID04 or PID05 is required.

Semantic Notes:

Comments: 1 When PID01 is "F", PID04 is not used.

2 Use PID03 to indicate the organization that publishes the code list being referred to.

3 PID04 should be used for industry-specific product description codes.

4 Use PID06 when necessary to refer to the product surface or layer being described in the segment.

Data Element Summary

| | Ref. | Data | | |
|----------|-------------|----------------|---|-------------------|
| | <u>Des.</u> | <u>Element</u> | <u>Name</u> | <u>Attributes</u> |
| Must Use | PID01 | 349 | Item Description Type | M ID 1/1 |
| | | | Code indicating the format of a description | |
| | | | F Free-form | |
| Not Used | PID02 | 750 | Product/Process Characteristic Code | O ID 2/3 |
| | | | Code specifying the product or process characteristic being described. | |
| Not Used | PID03 | 559 | Agency Qualifier Code | C ID 2/2 |
| | | | Code identifying the agency assigning the code values | |
| Not Used | PID04 | 751 | Product Description Code | C ID 1/12 |
| | | | A code from an industry code list which provides specific data about a product characteristic | |
| | PID05 | 352 | Description | C AN 1/80 |
| | | | A free-form description to clarify the related data elements and their content | |
| | | | LINE ITEM DESCRIPTION. | |
| Not Used | PID06 | 752 | Surface/Layer/Position Code | O ID 2/2 |
| | | | Code indicating the product surface, layer or position that is being described | |

Segment: **REF** Reference Numbers
Position: 100
Loop: PO1 Mandatory
Level: Detail
Usage: Optional
Max Use: 12
Purpose: To specify identifying numbers.
Syntax Notes: 1 At least one of REF02 or REF03 is required.
Semantic Notes:
Comments:

| Data Element Summary | | | | |
|----------------------|----------------------------|-------------------------------|---|--|
| | <u>Ref.</u> <u>Des.</u> | <u>Data</u> <u>Element</u> | <u>Name</u> | <u>Attributes</u> |
| Must Use | REF01 | 128 | Reference Number Qualifier | M ID 2/2 |
| | | | Code qualifying the Reference Number. | |
| | | | AT | Appropriation Number |
| | | | | <i>LINE ITEM ACCOUNTING/APPROPRIATION NUMBER IS USED IN REF03.</i> |
| | | | RQ | Purchase Requisition No. |
| | | | | <i>LINE ITEM PURCHASE REQUEST NUMBER IS USED IN REF02.</i> |
| | REF02 | 127 | Reference Number | C AN 1/30 |
| | | | Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier. | |
| | | | | <i>LINE ITEM PURCHASE REQUEST NUMBER AS SPECIFIED BY QUALIFIER IN REF01.</i> |
| | REF03 | 352 | Description | C AN 1/80 |
| | | | A free-form description to clarify the related data elements and their content | |
| | | | | <i>LINE ITEM ACCOUNTING/APPROPRIATION NUMBER AS SPECIFIED BY QUALIFIER IN REF01.</i> |

Segment: **FOB F.O.B. Related Instructions**

Position: 180

Loop: PO1 Mandatory

Level: Detail

Usage: Optional

Max Use: 1

Purpose: To specify transportation instructions relating to shipment

Syntax Notes:

- 1 If FOB03 is present, then FOB02 is required.
- 2 If FOB04 is present, then FOB05 is required.
- 3 If FOB07 is present, then FOB06 is required.
- 4 If FOB08 is present, then FOB09 is required.

Semantic Notes:

Comments:

- 1 FOB01 indicates which party will pay the carrier.
- 2 FOB02 is the code specifying transportation responsibility location.
- 3 FOB06 is the code specifying title passage location.
- 4 FOB08 is the code specifying the point at which the risk of loss transfers. This may be different than the location specified in FOB02/FOB03 and FOB06/FOB07.

Data Element Summary

| | Ref. | Data | | |
|-----------------|--------------|----------------|--|-------------------|
| | Des. | Element | Name | Attributes |
| Must Use | FOB01 | 146 | Shipment Method of Payment | M ID 2/2 |
| | | | Code identifying payment terms for transportation charges | |
| | | | DF Defined by Buyer and Seller | |
| | FOB02 | 309 | Location Qualifier | C ID 1/2 |
| | | | Code identifying type of location | |
| | | | DE Destination (Shipping) | |
| | | | OR Origin (Shipping Point) | |
| Not Used | FOB03 | 352 | Description | O AN 1/80 |
| | | | A free-form description to clarify the related data elements and their content | |
| Not Used | FOB04 | 334 | Transportation Terms Qualifier Code | O ID 2/2 |
| | | | Code identifying the source of the transportation terms | |
| Not Used | FOB05 | 335 | Transportation Terms Code | C ID 3/3 |
| | | | Code identifying the trade terms which apply to the shipment transportation responsibility | |
| Not Used | FOB06 | 309 | Location Qualifier | C ID 1/2 |
| | | | Code identifying type of location | |
| Not Used | FOB07 | 352 | Description | O AN 1/80 |
| | | | A free-form description to clarify the related data elements and their content | |
| Not Used | FOB08 | 54 | Risk of Loss Qualifier | O ID 2/2 |

| | | | | |
|-----------------|--------------|------------|--|------------------|
| | | | Code specifying where responsibility for risk of loss passes | |
| Not Used | FOB09 | 352 | Description | C AN 1/80 |
| | | | A free-form description to clarify the related data elements and their content | |

Segment: **DTM** Date/time/period
Position: 210
Loop: PO1 Mandatory
Level: Detail
Usage: Optional
Max Use: 10
Purpose: To specify pertinent dates and times
Syntax Notes: 1 At least one of DTM02 or DTM03 is required.
Semantic Notes:
Comments:

| Data Element Summary | | | | |
|----------------------|--------------|-----------------|--|-----------------|
| | Ref. Des. | Data Element | Name | Attributes |
| Must Use | DTM01 | 374 | Date/Time Qualifier Code specifying type of date or time, or both date and time 002 Delivery Requested | M ID 3/3 |
| | DTM02 | 373 | Date Date (YYMMDD) <i>DELIVERY DATE.</i> | C DT 6/6 |
| Not Used | DTM03 | 337 | Time Time expressed in 24-hour clock time (HHMMSS) (Time range: 000000 through 235959) | C TM 4/4 |
| Not Used | DTM04 | 623 | Time Code Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow | O ID 2/2 |

Segment: **N1** Name
Position: 350
Loop: N1 Optional
Level: Detail
Usage: Optional
Max Use: 1
Purpose: To identify a party by type of organization, name, and code
Syntax Notes: 1 At least one of N102 or N103 is required.
2 If either N103 or N104 is present, then the other is required.
Semantic Notes:
Comments: 1 This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party.

| Data Element Summary | | | | |
|----------------------|----------------|--|-------------------|---------|
| Ref. | Data | | | |
| <u>Des.</u> | <u>Element</u> | <u>Name</u> | <u>Attributes</u> | |
| Must Use | N101 | 98 Entity Identifier Code | M | ID 2/2 |
| | | Code identifying an organizational entity or a physical location. | | |
| | | ST Ship To | | |
| | | <i>SHIP TO ADDRESS.</i> | | |
| N102 | 93 | Name | C | AN 1/35 |
| | | Free-form name | | |
| | | <i>ADDRESS LINE ONE.</i> | | |
| N103 | 66 | Identification Code Qualifier | C | ID 1/2 |
| | | Code designating the system/method of code structure used for Identification Code (67) | | |
| | | 10 Department of Defense Activity Address Code (DODAAC) | | |
| N104 | 67 | Identification Code | C | ID 2/17 |
| | | Code identifying a party. | | |
| | | <i>DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODE.</i> | | |

Segment: **N2** Additional Name Information
Position: 360
Loop: N1 Optional
Level: Detail
Usage: Optional
Max Use: 2
Purpose: To specify additional names or those longer than 35 characters in length
Syntax Notes:
Semantic Notes:
Comments:

| Data Element Summary | | | | |
|----------------------|-------------|----------------|--|-------------------|
| | <u>Ref.</u> | <u>Data</u> | <u>Name</u> | <u>Attributes</u> |
| | <u>Des.</u> | <u>Element</u> | | |
| Must Use | N201 | 93 | Name | M AN 1/35 |
| | | | Free-form name | |
| | | | <i>ADDITIONAL ADDRESS INFORMATION.</i> | |
| Not Used | N202 | 93 | Name | O AN 1/35 |
| | | | Free-form name | |

Segment: **N3** Address Information
Position: 370
Loop: N1 Optional
Level: Detail
Usage: Optional
Max Use: 2
Purpose: To specify the location of the named party
Syntax Notes:
Semantic Notes:
Comments:

| Data Element Summary | | | | |
|----------------------|-------------|----------------|----------------------|-------------------|
| | <u>Ref.</u> | <u>Data</u> | <u>Name</u> | <u>Attributes</u> |
| | <u>Des.</u> | <u>Element</u> | | |
| Must Use | N301 | 166 | Address Information | M AN 1/35 |
| | | | Address information | |
| | | | <i>ADDRESS LINE.</i> | |
| | N302 | 166 | Address Information | O AN 1/35 |
| | | | Address information | |
| | | | <i>ADDRESS LINE.</i> | |

Segment: **N4 Geographic Location**

Position: 380

Loop: N1 Optional

Level: Detail

Usage: Optional

Max Use: 1

Purpose: To specify the geographic place of the named party

- Syntax Notes:**
- 1 At least one of N401 or N405 is required.
 - 2 If N401 is present, then N402 is required.
 - 3 If either N405 or N406 is present, then the other is required.

Semantic Notes:

- Comments:**
- 1 A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location.
 - 2 N402 is required only if city name (N401) is in the USA or Canada.

Data Element Summary

| Ref. | Data | Name | Attributes |
|-----------------|----------------|---|-------------------|
| Des. | Element | | |
| N401 | 19 | City Name Free-form text for city name | C AN 2/19 |
| N402 | 156 | State or Province Code Code (Standard State/Province) as defined by appropriate government agency <i>Use any code.</i> | C ID 2/2 |
| N403 | 116 | Postal Code Code defining international postal zone code excluding punctuation and blanks (zip code for United States) | O ID 4/9 |
| Not Used | N404 | 26 Country Code Code identifying the country | O ID 2/2 |
| Not Used | N405 | 309 Location Qualifier Code identifying type of location | O ID 1/2 |
| Not Used | N406 | 310 Location Identifier Code which identifies a specific location | C AN 1/25 |

Segment: **CTT Transaction Totals**
Position: 010
Loop:
Level: Summary
Usage: Mandatory
Max Use: 1
Purpose: To transmit a hash total for a specific element in the transaction set
Syntax Notes: 1 If CTT03 is present, then CTT04 is required.
2 If CTT05 is present, then CTT06 is required.
Semantic Notes:
Comments: 1 This segment is intended to provide hash totals to validate transaction completeness and correctness.

Data Element Summary

| | <u>Ref.</u> <u>Des.</u> | <u>Data</u> <u>Element</u> | <u>Name</u> | <u>Attributes</u> |
|----------|----------------------------|-------------------------------|---|-------------------|
| Must Use | CTT01 | 354 | Number of Line Items Total number of line items in the transaction set <i>TOTAL NUMBER OF LINE ITEMS INCLUDED IN TRANSACTION SET.</i> | M N0 1/6 |
| Not Used | CTT02 | 347 | Hash Total Sum of values of the specified data element. All values in the data element will be summed without regard to decimal points (explicit or implicit) or signs. Truncation will occur on the left most digits if the sum is greater than the maximum size of the hash total of the data element. Example: -.0018 First occurrence of value being hashed. .18 Second occurrence of value being hashed. 1.8 Third occurrence of value being hashed. 18.01 Fourth occurrence of value being hashed. ----- 1855 Hash total prior to truncation. 855 Hash total after truncation to three-digit field. | O R 1/10 |
| Not Used | CTT03 | 81 | Weight Numeric value of weight | O R 1/8 |
| Not Used | CTT04 | 355 | Unit or Basis for Measurement Code Code identifying the basic unit of measurement. | C ID 2/2 |
| Not Used | CTT05 | 183 | Volume Value of volumetric measure | O R 1/8 |
| Not Used | CTT06 | 355 | Unit or Basis for Measurement Code Code identifying the basic unit of measurement. | C ID 2/2 |
| Not Used | CTT07 | 352 | Description A free-form description to clarify the related data elements and their content | O AN 1/80 |

Segment: **SE** Transaction Set Trailer
Position: 030
Loop:
Level: Summary
Usage: Mandatory
Max Use: 1
Purpose: To indicate the end of the transaction set and provide the count of the transmitted segments (including the beginning (ST) and ending (SE) segments).

Syntax Notes:

Semantic Notes:

Comments: 1 SE is the last segment of each transaction set.

Data Element Summary

| | Ref. | Data | | |
|----------|-------------|----------------|---|-------------------|
| | <u>Des.</u> | <u>Element</u> | <u>Name</u> | <u>Attributes</u> |
| Must Use | SE01 | 96 | Number of Included Segments | M N0 1/6 |
| | | | Total number of segments included in a transaction set including ST and SE segments | |
| Must Use | SE02 | 329 | Transaction Set Control Number | M AN 4/9 |
| | | | Identifying control number assigned by the originator for a transaction set. | |